

LICENSE RENEWAL

GENERAL INFORMATION

NO RENEWAL WILL BE PROCESSED, U. S. MAIL OR ON-LINE, UNLESS THE SIGNED AND DATED RENEWAL NOTICE IS RETURNED BY U.S. MAIL TO THE BOARD OFFICE

Audited renewals, notified March 1, **any given year (AGY)**, must submit **all** renewal materials, via U. S. mail, **in one packet**. Audited renewals may not renew on-line. Renewals, dated April 1, (AGY), may renew via U. S. mail or on-line.

If renewal materials are received after June 15, (AGY), allow at least fifteen days to receive your identification card.

Do not expect confirmation, via web, of renewal prior to July 1, (AGY), if your renewal materials are received after June 15, (AGY). If your renewal materials are postmarked June 30, (AGY) allow at least fifteen days for completion and notification of your renewal.

About half of the individuals renewing wait until the last two weeks of June to send renewal materials. Many of those wait until midnight June 30, (AGY). The volume of renewals after June 15 slows the process, even with extra staff.

On-line renewals will not be processed until: 1. the fees are received in the bank (usually 3 to 5 days after you submit the on line renewal) 2. the renewal notice, signed and dated, is received. Sign, date and mail the one page renewal notice when you submit the on-line renewal.

For confirmation that the Board office has received your renewal, mail the materials with a confirmation of delivery request. Show your employer the confirmation of delivery. You and/or your employer please refrain from telephoning/emailing requesting the status of your renewal process; you only slow the process and delay the completion of your renewal.

Check the web: www.state.ar.us/abec under license search. When your license renewal is complete the June 30, (AGY) renewal date will be reflected under your name search. The web will be updated daily.

To avoid late fee: for U. S. mail renewal, all materials must be postmarked by midnight, June 30, (AGY). On-line renewal late fee begins at 12:01A. M., June 30, (AGY). If partial submissions of required renewal materials are received, the renewal will not be processed until all are received. The licensee holds the responsibility for submitting all required materials; staff is not responsible for notifying or reminding you to send all required items.

July 1, to December 31: Late renewal fee \$100.00

January 1 to June 30: Late renewal fee \$200.00

Every effort will be made to process your renewal as rapidly as possible.

Make check payable to:
Arkansas Board of Examiners in Counseling
P.O. Box 70
Magnolia, AR 71754